GOVERNMENT OF ANDHRA PRADESH

A B S T R A C T

Skills Development and Training Department - Technical Education - Introduction of Proficiency Test in Telugu Typing based on Computer – Syllabus and Pattern of Examination - Orders – Issued.

SKILLS DEVELOPMENT AND TRAINING (TE) DEPARTMENT

G.O.Ms.No. 7

Dt. 14-06-2022

Read the following:

1. Government Memo No. GAD01-SERV0MISC/68/2022-SER-B, GA (Services.B) Dept, Dated:29.04.2022.
2. From the Chairman, State Board of Technical Education and Training (SBTET), AP, Vijayawada, Lr.No.SBTET, AP/Academic/CBT/2022, Dt.13.05.2022.

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O R D E R:-

Government have decided to introduce the Telugu Typing Test based on the computer as an alternative to the present Telugu Typewriting Test keeping in view of the replacement of manual typewriters by computers and overall digitalisation of Governance.

2. Consequent to the above decision, a meeting was held by the Secretary to Government (Services & HM), General Administration Department (GAD) and based on the deliberations, the GAD have requested the State Board of Technical Education, A.P., Vijayawada (SBTET) in the reference 1st read above, to submit necessary proposals to Government. Accordingly, the Chairman, SBTET has submitted the proposals vide reference 2nd read above.

3. Government after careful examination of the matter hereby prescribe the following syllabus and the pattern of examination for the Proficiency Test in Telugu Typing based on computers :-

Syllabus for Proficiency Test in Telugu Typing based on Computer

a. The "Proficiency Test in Telugu Typing" shall be held at 35 wpm.

b. Scheme of Examination.

Paper – I Speed for 10 minutes @ 35 wpm on Computer, using a standard key board approved by APSBTET.

Paper – II Manuscript as detailed below: Time: 1 hour. (5 key depressions is treated as a word)

Sl. No.	Topic	Words	Strokes	Marks	No. of Traps
1.	Advertisement / display	100	500	30	4
2.	Statement (1+10 lines – 4 cols.)	100	500	30	4
3.	Tender Notice/ Official Letter	120	600	40	6

P.T.O

c. The examination shall be conducted by the State Board of Technical Education & Training (SBTET), AP, Vijayawada, twice a year. A candidate is declared to have passed if he/she secures 45% in each paper in a single attempt. The eligibility for appearing at the examination is: -

I. A pass in Intermediate Examination or equivalent from any recognized Board (or)
II. A pass in Typewriting Telugu Lower Grade along with a pass in SSC or equivalent.

d). Keyboard:

At present, many DTP Centres as well as publishing houses use Apple Key Board with Anu Fonts (which is legal and proprietary). The Manual typewriters adopted a universal standard key board. The Board prescribe a standard key board preferably GIST – CDAC, which is similar to the Manual Telugu Typewriter Key Board.

4. The General Administration (Services) Department and the State Board of Technical Education & Training (SBTET), A.P. shall take further necessary action accordingly.

5. This order issues with the concurrence of General Administration (Ser.B) Dept. vide their U.O.No. GAD01-SERV0SERR(MSR)/4/2021-SER-B (computer No.1389470).

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G. JAYALAKSHMI
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Chairman, State Board of Technical Education and Training (SBTET), A.P. Vijayawada.
The Managing Director, A.P. State Skill Development Corporation, Vijayawada.
The General Administration (Ser.B) Department.

Copy to:
PS to Chief Secretary to Government, AP Secretariat.
All the Departments of Secretariat.
All the District Collectors.
GA(I&PR)Department.
PS to Principal Secretary to Government, SD&T Department.

//FORWARDED BY ORDER//

B. Padma
SECTION OFFICER